



**MINUTES  
OF MEETING  
HELD ON  
15 MARCH 2016  
3.00PM**

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## TABLE OF CONTENTS

### TUESDAY 15 MARCH 2016

1.	OPENING, OBITUARIES, VISITOR.....	5
1.1	OPENING.....	5
1.2	OBITUARIES.....	5
2.	RECORD OF ATTENDANCE/APOLOGIES.....	5
2.1	RECORD OF ATTENDANCE.....	5
2.2	LEAVE OF ABSENCE.....	5
2.3	APOLOGIES.....	5
2.4	GUESTS.....	5
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
4.	DECLARATION OF ELECTED MEMBERS.....	5
5.	PUBLIC QUESTION TIME.....	5
6.	APPLICATIONS FOR LEAVE OF ABSENCE.....	5
7.	CONFIRMATION OF MINUTES.....	5
8.	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	6
8.1	SHORT TERM ACCOMMODATION - BRIEFING.....	6
9.	ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION.....	6
9.1	PRESIDENT ANNOUNCEMENTS.....	6
10.	REPORTS OF COMMITTEE AND OFFICERS.....	7
10.1	CHIEF EXECUTIVE OFFICER STRATEGIC REPORT.....	7
10.1.1	CORPORATE PLAN UPDATE.....	7
10.2	OPERATIONS.....	20
10.2.1	GOVERNANCE - DISCLOSURE OF GIFTS AND OTHER REQUIREMENTS.....	20
10.2.2	AMERY ACRES CROPPING LEASE.....	27
10.2.3	HOUSING AUTHORITY – RENT LOT 59, 18 O’LOGHLEN STREET.....	37
10.2.4	DOWERIN ACCOMMODATION PRECINCT – WRGS APPLICATION.....	39
10.3	FINANCE REPORT.....	41
10.3.1	LIST OF ACCOUNTS FOR PAYMENT.....	41
10.3.2	MONTHLY STATEMENTS FEBRUARY 2016.....	45
10.3.3	DOWERIN ALL HOURS GYM REVIEW.....	47
11.	NEW BUSINESS OF AN URGENT NATURE.....	51
11.1	NEW BUSINESS.....	51
11.1.1	MORTLOCK AGED HOUSING ALLIANCE.....	51
12.	ELECTED MEMBERS MOTIONS.....	54
13.	CONFIDENTIAL ITEMS.....	54

14. CLOSURE OF MEETING .....54

## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3:00pm.

### 1.2 OBITUARIES

## 2. RECORD OF ATTENDANCE/APOLOGIES

### 2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
R.I. Trepp		Rural South Ward
B.N. Walsh		Town Ward
A.J. Metcalf		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
A.J. Selvey	Chief Executive Officer	
G.K. Martin	Ex Acting Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	
L. Thomas	Environmental Health and Building Officer	

### 2.2 LEAVE OF ABSENCE

D.P. Hudson	Town Ward
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### 2.3 APOLOGIES

### 2.4 GUESTS

Mr Roderick Lawson Kerr – Western Creek Developments

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 4. DECLARATION OF ELECTED MEMBERS

Cr GB Ralph declared an impartiality interest in Item 10.2.2 Amery Acres Cropping Lease as he is a member of the applicant committee.

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

**COUNCIL DECISION – ITEM 7.1**

(2598)            Moved: Cr TA Jones            Seconded: Cr BN Walsh            Carried: 7/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 23 FEBRUARY 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS WITH THE FOLLOWING AMENDMENT TO BE MADE:**

**THAT STEVEN GEERDINK BE REMOVED FROM RECORD OF ATTENDANCE AS HE WAS NOT AT THIS MEETING.**

**8.        PETITIONS/DEPUTATIONS/PRESENTATIONS**

**8.1      SHORT TERM ACCOMMODATION - BRIEFING**

Mr Rod Lawson Kerr from Western Creek Developments made a brief presentation to council on a proposed Short Term Accommodation Project.

**3:20 pm - EHO Linton Thomas left chambers.**

**9.        ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

**9.1      PRESIDENT ANNOUNCEMENTS**

‘Turning of the sod of Community Hall’ in Wongan Hills with Mia Davies.

Wheatbelt Heritage Rail update meeting.

Dishing Up Dowerin at DCC.

Clean Up Australia Day – Dowerin.

Ex-CEO Court Hearing – Northam.

Dowerin Events Management Board Meeting.

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 10.1.1 CORPORATE PLAN UPDATE

Date:	11 March 2016
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Gary Martin

#### Summary

A Status Report providing update on activities relating to Councils' Corporate Plan.

#### Background

Council adopted its Corporate Plan 2013-2017 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

During forum sessions held during the March and April 2015 Council meetings the corporate plan and was adopted at the May 2015 Council Meeting.

#### Comment

A Status Report has been prepared and included after this report which details the strategies, actions, estimated costs, funding sources, timeframes, officers responsible and key performance indicators. The final column details the progress to date on each strategy with those highlighted completed since the last status report.

#### Consultation

Nil

#### Financial Implications

Nil

#### Policy Implications

Policy development to be determined.

#### Statutory Implications

Nil

#### Strategic Implications

Implementation and monitoring of Councils Corporate Plan, which includes elements of Council's Community Strategic Plan.

#### Voting Requirements

Simple majority

**COUNCIL RESOLUTION – ITEM 10.1.1**

(2599)            Moved: Cr WE Coote            Seconded: Cr TA Jones            Carried: 7/0

**THAT COUNCIL RECEIVES THE MARCH 2016 CORPORATE PLAN STATUS REPORT.**



**CORPORATE PLAN  
2013 – 2017  
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
<b>C 1 Maintain a liveable and safe environment for all</b>					
<b>C.1.1 Support and retain police services</b>					
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> <li>Minutes of LEMC Meeting</li> </ul>	LEMC meeting was held in May 2015. Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29 <sup>th</sup> October 2015
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> <li>Property inspection and report – housing to a suitable standard</li> </ul>	
<b>C.1.2 Promote and encourage participation in voluntary based emergency services</b>					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29 <sup>th</sup> October 2015
<b>C.1.3 Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	Contracting Ranger services with numerous dog and cat issues – ongoing
Snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> <li>3 staff fully trained in snake handling</li> </ul>	Only one qualified snake handler
<b>C.1.4 Continue to produce a high quality extensive road network</b>					
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> <li>Complete road audit inspection</li> </ul>	Planned for March 2016
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> <li>Completed road program document</li> </ul>	Presented to Council in June 2015.
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> <li>Completed plant replacement program p document</li> </ul>	Presented to Council in April 2015.
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> <li>Complete Footpath audit highlighting problem areas</li> </ul>	June 2014 - Audit completed 6 <sup>th</sup> June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget
<b>C.2 Pride &amp; Participation in our community</b>					
<b>C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days</b>					
Community Events Program	Reviewed annually	\$8860 + external grant	CSO CDO FM	<ul style="list-style-type: none"> <li>Coordination of events within budget</li> </ul>	Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget 2015/16

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

		funding			
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> <li>• Increase in successful funding</li> <li>• Increase in grants advertised in local media</li> </ul>	Continue to inform community and clubs of grants as we become aware of them
<b>C.2.2 Continue to provide support for local clubs and organisations</b>					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> <li>•</li> </ul>	Facilitate the Kidsport program on behalf of DSR for 2015/16 Financial Year – funding has been received.
<b>C.2.3 Continue to provide quality facilities to hold events</b>					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> <li>• Develop a detailed program of maintenance for all shire owned facilities</li> </ul>	Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> <li>• Annual review of bookings/usage of facilities</li> </ul>	
<b>C.3 Improved Community Health and Well-being</b>					
<b>C.3.1 Expand the provision of medical services in Dowerin</b>					
Continue to advertise and promote the Medical services available to Dowerin residents	Monthly or when required		CDO	<ul style="list-style-type: none"> <li>• Adverts in local media, on website, Facebook etc...</li> <li>• Increase in utilisation of service</li> </ul>	Goomalling Medical Practice mail out sent out in June 2015 Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15 Next meeting Tuesday 27 <sup>th</sup> October
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> <li>• Conduct a survey/initiate comments box to gain feedback from community</li> <li>• Report findings to GP Network</li> </ul>	
<b>C.3.2 Continue to support the Home and Community Care Service</b>					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> <li>• Increase utilisation of HACC services</li> <li>• Annual report</li> </ul>	3 HACC Brochures have been developed <b>Quality Improvement Plan has been finalised – March 2015.</b>
<b>C.3.3 Maintain High Quality Sporting Facilities</b>					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> <li>•</li> </ul>	<b>Sept 2015 - Cricket Pitch has been revamped with turf being relayed surrounding the pitch. Mowing of oval will conducted weekly over summer months.</b>

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> <li>Develop a new plan for the Dowerin Gym prior to budgeting process 2014</li> <li>Forward plan/budget to FM</li> </ul>	<p>February 2014 – Gym project completed. Open day held on Thursday 19<sup>th</sup> February@ 5pm.</p> <p>Lottery West Grant Acquittal completed in May 2015 – funding received.</p> <p>Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.</p>
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	Sept 2015 - Initial Bike Plan meeting has taken place
<b>C.4 Maintain and increase training and education opportunities</b>					
<b>C.4.1 Continue to support and promote Dowerin District High School</b>					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the school</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>					
Meet with the Dowerin CRC	Quarterly		FM CDO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the CRC</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	Ongoing monthly meetings with CSO, CDO and CRC Coordinator.
<b>C.4.3 Support and encourage local apprenticeships &amp; traineeships</b>					
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> <li>Increased interest in other businesses in apprentice/traineeships</li> </ul>	
Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> <li>2 youth scholarships presented each year</li> </ul>	Damien Allsopp has been selected to go on the Leeuwin in 2015.
<b>C.5 Increase and maintain a range of affordable housing for singles, families and seniors</b>					
<b>C.5.1 Develop a Housing &amp; Accommodation Strategy</b>					
Research need for	April 2014		CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> </ul>	Feedback from Community Strategic Plan has indicated a

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

accommodation for rental/purchase/size/type including short term accommodation				<ul style="list-style-type: none"> <li>Analysis of survey</li> </ul>	<p>need for accommodation park Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback &amp; statistics from the Wheatbelt Way <b>NSRF Grant was submitted in July 2015</b></p>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed map of vacant lots</li> </ul>	<p><b>April 2014 – Completed</b> – see discussion forum Destination Dowerin</p>
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed report</li> <li>Adoption of report by council</li> <li>Implementation of strategy</li> </ul>	<p>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p>
<b>C.5.2 Develop a property maintenance calendar/program</b>					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	<p><i>June 2014 – Property Income/Expense spreadsheet developed</i> <i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management</p>
<b>C.6 Maintain the provision of High Quality Infrastructure</b>					
<b>C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club</b>					
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> <li>Annual increase of % in funds</li> </ul>	<p><i>June 2015 –Budget Meeting 21/07/14</i> Ongoing</p>
<b>C.6.2 Continue to support the development of the Dowerin Community Child Care facility</b>					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> <li>Smooth running of the facility</li> </ul>	<p><i>June 2014 – Works complete</i> <i>November 2014 –MOU presented to Council and adopted</i> <i>First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed</i></p>
<b>C.6.4 Develop seniors facilities and be recognised as an aged friendly community</b>					
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> </ul>	<p><b>May 2014 - Complete</b></p>
Investigate further aged care housing options and facilities.	2014		CDO CEO	<ul style="list-style-type: none"> <li>Development of a housing &amp; short term accommodation</li> </ul>	<p><b>In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works.</b></p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

strategy					
<b>C.7 Retain and improve on our attractive town and streetscape</b>					
<b>C.7.1 Manage and revive community spaces and business district areas</b>					
Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
Beautification of public spaces	2014		WM P&G	<ul style="list-style-type: none"> <li>Deeper understanding of water wise principals</li> <li>Increase in implantation of water wise principals in community areas</li> </ul>	<i>Replant the planter boxes outside the post office with native plants Staff have been trained in water wise best practice</i>
<b>C.7.3 Encourage community pride &amp; participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program</b>					
Program of clean ups and busy bees	February 2014		CSO	<ul style="list-style-type: none"> <li>Develop new name and focus of former Tidy Towns Committee</li> <li>Successful appointment of new committee</li> </ul>	<i>Clean up Australia Day held 7<sup>th</sup> March 2015. <b>Local residents have been given notice to clean up their residential yards by the end of October 2015.</b></i>
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> <li>Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards</li> </ul>	<i>Very basic guidelines have been laid out. Will promote in either autumn or spring.</i>

<b>THEME TWO: LOCAL ECONOMY &amp; BUSINESS</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>EB.1 A diverse and growing economic base that will provide local employment</b>					
<b>EB.1.1 Increase availability of light industrial land</b>					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> <li>Respond to draft plan – re: changes</li> <li>Adoption of plan WDC</li> </ul>	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> <li>Increase number of industrial lots available</li> </ul>	
<b>EB.1.2 Investigate alternative economic development opportunities</b>					
Review the 'Broader Horizon's in Dowerin'	2014		CDO CEO	<ul style="list-style-type: none"> <li>Review &amp; update of report</li> </ul>	<i>July 2014 – Surveys updated and distributed amongst Dowerin's youth population.</i>

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

report			COUNCIL		
<b>EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services</b>					
Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> <li>Increased awareness of services needed in Dowerin</li> <li>Website update</li> <li>Despatch articles</li> </ul>	Supported and promoted a vet service to town
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> <li>Meeting with CEO of Wyalkatchem, Koorda &amp; Goomalling regarding shared services</li> </ul>	
<b>EB.2 A Growing Tourism Industry</b>					
<b>EB.2.1 Market Dowerin and region as a tourist destination</b>					
Continue to advertise in tourism publications	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> <li>Updated publications</li> <li>Variety of publications</li> <li>Accommodation providers to complete Visitor Statistics Form</li> </ul>	<i>June 2014 – Draft Budget Meeting 2/07/14</i>
Investigate additional free advertising avenues and expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> <li>Increased exposure to a wide variety of people/regions</li> <li>Accommodation statistics</li> </ul>	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
<b>EB.2.2 Continue to work with key stakeholders to provide quality events</b>					
Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> <li>A successful 50<sup>th</sup> Anniversary event</li> <li>-</li> </ul>	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> <li>Enhancement of the 4wd track</li> <li>Successful event</li> </ul>	<i>Ongoing</i>
<b>EB.2.3 Develop further accommodation options within Dowerin</b>					
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> <li>Plan of a short term accommodation facility</li> </ul>	Master Plan has been completed Include in 2016/17 Budget.
<b>EB.2.5 Continue developing the Wheatbelt Heritage Rail Project</b>					
Continue to support the Project	2013/2014		CEO WM FM	<ul style="list-style-type: none"> <li><b>Provide support via telephone, email and in person</b></li> </ul>	

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

			CDO		
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> <li>Wheatbelt Heritage Rail to be accredited for main line operation</li> <li></li> </ul>	Accreditation paper work completed and has been submitted – awaiting decision.
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> <li>Assist and ensure rolling stock arrives in Dowerin safely</li> </ul>	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> <li>The successful delivery of rail construction material on site</li> </ul>	<i>Mid 2015 – Track to be completed at Minnivale</i>

**THEME THREE: CARING FOR OUR ENVIRONMENT**

<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					
<b>ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre</b>					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 <sup>rd</sup> May (tentatively) <b>Workcamp are assisting regularly with recycling.</b>
<b>ENV 1.2 Promote waste minimization and sustainable waste disposal</b>					
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> <li>The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed</li> </ul>	
<b>ENV 1.3 Encourage efficient use of natural resources</b>					
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> <li>Parks &amp; Gardens adopt more water wise principles in parks and gardens</li> </ul>	<i>FEB 2015 – Adopted Draft MOU Waterwise Council July 2015 – National Tree Garden</i>



MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> <li>Develop an energy saving action plan</li> <li>Ensure all lights are turned off at Shire office/depot after use</li> <li>Council adopt energy saving action plan</li> <li>Implement energy saving action plan</li> </ul>	
<b>ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group</b>					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> <li>Send monthly text messages to distribution list</li> </ul>	<i>Ongoing</i>
<b>ENV 1.5 Continue oil recycling program</b>					
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
<b>ENV: 2. Protect and conserve our natural environment</b>					
<b>ENV 2.1 Manage NRM programs and initiatives</b>					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> <li>Ensure that Council's nature reserves are maintained.</li> </ul>	
<b>ENV 2.2 Work to manage native and feral flora and fauna</b>					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> <li>Promotion at least 2 weeks before event</li> <li>Emails to farmers and articles in local media</li> <li>Successful plan and running of the event</li> </ul>	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> <li>Advertise locally</li> <li>Successful planning and implementation of control program</li> </ul>	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
<b>LG. 1 Maintain and further develop an efficient and informative organisation</b>					
<b>LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs</b>					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> <li>Adoption of workforce plan</li> <li>Annual review of workforce plan</li> </ul>	<b>Aug 2014 - Complete</b> <b>Currently being reviewed by staff</b> <b>Council to discuss in November 2015</b>
<b>LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors</b>					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> <li>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					
Provide training opportunities and PD opportunities	Review Monthly		CEO	<ul style="list-style-type: none"> <li>Create councillor training section in CEO info report</li> <li>Create staff training section in FM info report</li> </ul>	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
<b>LG. 1. 4 Ensure information is communicated to the public regularly and effectively</b>					
Provide weekly Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> <li>Weekly Council Comments segment in local paper</li> </ul>	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	December 2013 – Christmas Newsletter
Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> <li>Ensure website is always up to date with latest news, events etc...</li> </ul>	<i>Ongoing</i>
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> <li>At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services)</li> </ul>	<i>Ongoing</i>
Promote and encourage public feedback in regard to new projects, council	Monthly		CEO FM WM		

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

works etc... via survey's and the public comments register			CDO		
<b>LG. 2 Strong leadership and governance</b>					
<b>LG. 2.1 Review Strategic Community Plan</b>					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i>
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
<b>LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums</b>					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	<i>CEO and President attended August 2015 GECZ</i>
<b>LG. 2.3 Collaborate with other surrounding shires to strengthen the region</b>					
Continue to participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> <li>Attendance at AROC meetings</li> </ul>	<i>June 2015 – CEO &amp; President attended June AROC meeting</i>
Continue to attend regional road group	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> <li>Attendance at Regional Road Group Meetings</li> </ul>	<b><i>Cr Hudson to attend next meeting on 19<sup>th</sup> October 2015.</i></b>

## 10.2 OPERATIONS

### 10.2.1 GOVERNANCE - DISCLOSURE OF GIFTS AND OTHER REQUIREMENTS

Date:	8 March 2016
Applicant:	Shire of Dowerin
Location:	
File Ref:	
Disclosure of Interest:	Nil
Author:	Gary Martin CEO (Acting)

#### Summary

This report is to inform the Council of new requirements for the disclosure of gifts and contributions to travel and remote attendance at Council meetings.

#### Background

The Department of Local Government and Communities (DLGC) has issued Circular 04-2016 advising that the recent *City of Perth Act 2016* received Royal Assent of the 3 March 2016 and it amends the gifts and contributions to travel provisions within the *Local Government Act 1995* and associated regulations.

The changes are specifically brought to the Council's attention due to the personal nature of the requirements and the penalties.

#### Comment

These changes have arisen due to a recent CCC investigation and report into the activities of the City of Perth Lord Mayor and alleged non-disclosure of gifts and travel in returns. It could be argued that there were perfectly adequate disclosure requirements in place that were not followed, but the government has seen fit to tighten the regulations.

As of 4 March 2016, the Act now requires all relevant persons, including elected members, who accept a gift worth more than \$200 to disclose the gift in writing to the CEO with ten (10) days of receipt and this replaces the disclosure in annual returns. All contributions to travel over \$200 must also be disclosed as do multiple gifts or contributions from the same donor where the total is over \$200.

The penalty for no disclosure and non-compliance is a fine of \$10,000 or imprisonment for two years.

The CEO must maintain a register which is available for public inspection and to publish the register on the Shire's official website. There is no time limit for bringing a prosecution.

The Act was also amended to make changes in respect of persons with a disability to attend a meeting with fewer restrictions.

Also, the provisions relating to "closely associated" persons has been amended to include a person that receives legal or financial professional services from an elected member or supplies those services to an elected member is deemed to be a closely associated person for the purposes of s5.62 of the Act, and has implications for disclosures of direct, indirect and proximity interests.

A copy of the circular is attached.

This report is provided to ensure that all elected members are aware of the new provisions due to the potential serious nature of any offence.

The report also recommends that the Council seeks training in the disclosure of interests at meetings and in returns. It is expected that the Forensic Audit and/or the Financial Management Review reports may contain recommendations concerning elected member training.

Consultation

Nil

Financial Implications

It is expected that the requirement to publish the disclosure register on the website will have financial implications, and it is likely that all other public registers may also need to be on the website in future.

Policy Implications

Nil

Statutory Implications

The Shire and elected members are required to observe the new statutory requirements.

Strategic Implications

Nil

Voting Requirements

Simple majority

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**COUNCIL RESOLUTION – ITEM 10.2.1**

(2600)

Moved: Cr AJ Metcalf

Seconded: Cr TA Jones

Carried: 7/0

**THAT THE COUNCIL:**

- 1. NOTE THE NEW STATUTORY REQUIREMENTS ASSOCIATED WITH THE DISCLOSURE OF GIFTS AND TRAVEL.**
- 2. AUTHORISE THE CEO TO SEEK ADVICE AND INFORMATION ON THE AVAILABILITY OF SUITABLE TRAINING COURSES FOR THE ELECTED MEMBERS AT DOWERIN.**



Government of **Western Australia**  
Department of **Local Government and Communities**

Our Ref: 2693-15; E1604774

TO ALL LOCAL GOVERNMENTS

CIRCULAR N<sup>o</sup> 04-2016

**NEW REQUIREMENTS FOR DISCLOSURE OF GIFTS AND CONTRIBUTIONS TO TRAVEL AND REMOTE ATTENDANCE AT COUNCIL MEETINGS**

The *City of Perth Act 2016* received Royal Assent on 3 March 2016 and amends the gift and contributions to travel provisions within the *Local Government Act 1995* (the Act). Associated amendments have also been made to the following:

- The *Local Government (Administration) Regulations 1996*, and
- The *Local Government (Rules of Conduct) Regulations 2007*.

This circular should be distributed to elected members and designated employees of your local government as the amendments impact on them.

The Department of Local Government and Communities will be releasing a special edition of the Governance Bulletin containing various scenarios to assist with the identification and declaration of gifts.

**Summary**

As of 4 March 2016, the Act requires **relevant persons** who accept a gift worth more than \$200 to disclose this gift, in writing, to the chief executive officer (CEO) within 10 days of receipt. This replaces the previous process of disclosing these in the annual return. All contributions to travel over \$200 must also be disclosed as do multiple gifts or contributions from the same donor where the total value is over \$200.

The threshold for disclosures remains the same as do the other disclosures required under the Act for the annual return.

Gordon Stephenson House  
140 William Street Perth WA 6000  
GPO Box R1250 Perth WA 6844  
Tel: (08) 6551 8700 Fax: (08) 6552 1555 Freecall: 1800 620 511 (Country only)  
Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

A relevant person is defined under section 5.74 of the Act as a person who is a council member or a designated employee which includes:

- mayors
- presidents
- council members
- the CEO
- employees with delegated powers and duties under Part 5, Division 4 of the Act
- employees who are members of committees comprising elected members and employees, and
- other employees nominated by the local government to be designated employees.

Details of the major amendments are outlined below.

### *Local Government Act 1995* amendments

#### **New disclosure requirements**

Section 5.78(1) is amended to remove the need to disclose gifts and contributions to travel under sections 5.82 and 5.83 in the annual return.

Sections 5.82 and 5.83 are amended – From 4 March 2016, these sections require relevant persons to declare gifts and contributions to travel, in writing, to the CEO within 10 days of receipt, rather than on an annual basis. This includes multiple gifts made within a year by the same person, the aggregate value of which reach the prescribed amount of \$200.

The disclosure for a gift must include:

- a description of the gift
- the name and address of the person who made the gift
- the date on which the gift was received
- the estimated value of the gift at the time it was made, and
- the nature of the relationship between the relevant person and the person who made the gift.

For contributions to travel, the disclosure must include:

- a description of the contribution
- the name and address of the person who made the contribution
- the date on which the contribution was received
- the estimated value of the contribution at the time it was made
- the nature of the relationship between the relevant person and the person who made the contribution
- a description of the travel, and
- the date of travel.

#### **Register of gifts and contributions to travel**

A new section 5.89A requires the CEO to keep a register of gifts and contributions to travel in the form prescribed (see Form 4 attached).

The CEO is required to make the register available for public inspection and to publish it on the local government's official website.

If the person ceases to be a relevant person, the CEO is to remove from the register all records relating to that person. These records, however, must be retained for at least five years and made available for public inspection.

#### **Offences**

New section 5.89B makes it an offence if a person does not comply with sections 5.82 and 5.83 in relation to the disclosure of gifts and contributions to travel.

Section 5.89 is amended making it an offence for the person to give false or misleading information or to provide information which is likely to deceive in relation to the disclosure of gifts and contributions to travel.

The penalty for each offence is a fine of \$10,000 or imprisonment for two years.

Section 9.25(1) is amended to provide that there is no time limit for bringing a prosecution against a person who has not disclosed gifts or contributions to travel.

#### ***Local Government (Rules of Conduct) Regulations 2007 amendments***

##### **Transitional provisions for council members**

Regulations 14 and 15 require council members to disclose gifts and contributions to travel received between 1 July 2015 and 3 March 2016 within 28 days from 4 March 2016 (that is, by 31 March). This disclosure is necessary as these will no longer form part of the annual return. The disclosure needs to be in writing and to the CEO.

Regulations 14(7) and 15(7) require the CEO to maintain the register of gifts and contributions to travel received by council members during the transitional period.

#### ***Local Government (Administration) Regulations 1996 amendments***

##### **Transitional provisions for designated employees**

Regulations 34F and 34G require designated employees to disclose gifts and contributions to travel received between 1 July 2015 and 3 March 2016 within 28 days from 4 March 2016. This disclosure is necessary as these will no longer form part of the annual return. The disclosure needs to be in writing and to the CEO.

Regulation 34F(7) and 34G(7) require the CEO to maintain the register of gifts and contributions to travel received by designated employees during the transitional period.



### **Forms**

Form 3 – Parts 4 and 5 have been deleted from Form 3 (annual return) as there is no longer a requirement to disclose gifts and contributions to travel in the annual return.

Form 4 – New Form 4 is the register the CEO is to keep which is established under section 5.89A of the Act. A copy of this form is attached.

### **Remote attendance at council meetings**

Regulation 14A amended to enable a person with a disability to attend a meeting with fewer restrictions. 'Disability' has the same meaning as in section 3 of the *Disability Services Act 1993*.

- 1) The words 'other than a person with a disability' are inserted in regulation 14A(2) which effectively means that this class of persons will no longer be required to be physically present for at least half of the council meetings.
- 2) The existing definition of 'suitable place' is amended, allowing council to approve a place to be suitable in relation to a person with a disability without the restriction that it must be within a townsite and more than 150 kilometres from the place of the meeting.

### **Closely associated persons**

Regulation 20 is amended to correct a drafting error. The effect is that a person that receives legal or financial professional services from an elected member or supplies those services to an elected member is a closely associated person for the purposes of section 5.62 of the Act. The elected member must disclose this if a matter comes before council in which the person has a direct or indirect interest or a proximity interest. This regulation gives effect to a recommendation by the Panel Inquiry into the City of Cockburn.

For queries relating to the legislative changes, contact the Local Government Advisory Hotline on 1300 762 511.



Jennifer Mathews  
DIRECTOR GENERAL

3 March 2016

**Form 4**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

**REGISTER OF GIFTS AND CONTRIBUTIONS TO TRAVEL**

**1. Gifts**

Section 5.82 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of gift	Name of person who made gift	Address of person who made gift	Date gift was received	Estimated value of gift at time it was made	Nature of relationship between relevant person and person who made gift

**2. Contributions to travel**

Section 5.83 of the *Local Government Act 1995*

Name of relevant person making disclosure	Description of contribution	Name of person who made contribution	Date contribution was received	Estimated value of contribution at time it was made	Nature of relationship between relevant person and person who made contribution	Date of travel

Visit the DLGC website for a Word version of [Form 4](#).

### 10.2.2 AMERY ACRES CROPPING LEASE

Date:	8 March 2016
Applicant:	Dowerin Community Club
Location:	Amery Acres Reserve No. 49356
File Ref:	
Disclosure of Interest:	Nil
Author:	Gary Martin Acting CEO

#### Summary

At the October 2015 Council meeting it was resolved to advertise the lease of Amery Acres for a period of between 1 and 5 years from the 1<sup>st</sup> April 2016. Applications were to close on 4<sup>th</sup> December 2015.

#### Background

Shortly after this meeting, the ex CEO Alcock suddenly resigned his position on the 29 October 2015, effective immediately. However, it appears that the proposed lease was advertised with applications closing at 4pm Friday 4 December 2015.

#### Comment

The advertisement for the lease was based on a peppercorn lease rental on the portion of land (46ha) situated within Amery Acres Reserve No. 49356 and being Avon Lot 321.

The lease period was between 1 and 5 years and only open to nonprofit clubs or organizations within the Shire. The conditions of the application are shown in the attached notice.

As Acting CEO, I was unaware of this proposal and it was only recently brought to my attention. To the best of my knowledge no written applications were received by the deadline on 4 December 2015.

An email application (attached) was received on Tuesday 15 December 2015 (December Council meeting) from the Dowerin Community Club but regrettably I missed this email. The Club proposes leasing the land for the 5 years and use all the funds raised for improvements for the Club and to sponsor clubs associated the Community Club. The application did not address all of the matters requested in the notice.

However, time is fast running out to enable planning and cropping to proceed for 2016. For this reason, and in the absence of any other application, it is proposed to lease the land to the Dowerin Community Club for a one year period only so that this year's program can proceed, and allow time for the Shire to consider the future lease of this land.

A copy of a "Cropping Agreement" for the period 1<sup>st</sup> April 2011 to 31<sup>st</sup> March 2016 was found. This copy is unsigned and the author is unaware whether or not a formal signed agreement exists. However, the terms of draft agreement is proposed for the one year lease from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

#### Consultation

Nil

#### Financial Implications

Nil.

Policy Implications

Not known

Statutory Implications

N/A

Strategic Implications

N/A

Voting Requirements

Simple majority

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**COUNCIL RESOLUTION – ITEM 10.2.2**

(2601)

Moved: Cr RI Trepp

Seconded: Cr BN Walsh

Carried: 7/0

**THAT THE COUNCIL:**

- 1. AGREE TO LEASE THE 46HA AREA OF LAND SITUATED WITHIN AMERY RESERVE NO.49356 AND BEING AVON LOT 321 FOR A PEPPERCORN RENT FOR THE ONE YEAR PERIOD COMMENCING 1 APRIL 2016 TO THE 31 MARCH 2017 TO THE DOWERIN COMMUNITY CLUB ON THE TERMS AND CONDITIONS SET OUT IN THE CROPPING AGREEMENT.**
- 2. AUTHORISE THE SHIRE PRESIDENT AND THE CEO TO AFFIX THE SHIRE COMMON SEAL.**



## Shire of Dowerin AMERY ACRES CROPPING LEASE

Council invites written applications for the peppercorn lease on the portion of land (46Ha) situated within Amery Reserve No. 49356 and being Avon Lot 321.

The period of Lease is from 1<sup>st</sup> April 2016 for a period between 1 and 5 years available. The lease is only open to non-profit clubs or organisations within the Shire of Dowerin.

Applications must include the following information;

1. Purpose for which cropping proceeds will be utilised
2. Copy of last audited annual financial statement and recent bank statement
3. Proposed cropping program for the period of the lease.

Council will consider each proposal's overall strategic objective and as a guide will evaluate submissions against the following criteria;

- Funding objective
- Organisation contribution
- Community benefit
- Previous lease funding

Applications marked **2016 Amery Cropping Lease** are to be received by 4.00pm Friday 4<sup>th</sup> December 2015.

Chief Executive Officer

**Gary Martin**

---

**From:** Shire of Dowerin  
**Sent:** Tuesday, 15 December 2015 8:33 AM  
**To:** Gary Martin  
**Subject:** FW: Avery Acres lease

Rhian Hathaway  
Administration Officer  
Shire of Dowerin  
13 Cottrell Street  
PO Box 111  
DOWERIN WA 6461

Tel: 08 9631 1202  
Fax: 08 9631 1193  
Email: [admin1@dowerin.wa.gov.au](mailto:admin1@dowerin.wa.gov.au)  
Website: <http://www.dowerin.wa.gov.au/>

-----Original Message-----

From: Darrel and Diane Hudson [<mailto:yleena2@bigpond.com>]  
Sent: Tuesday, 15 December 2015 5:32 AM  
To: Shire of Dowerin  
Subject: Avery Acres lease

Dear Gary,

The Dowerin Community Club would like to apply to lease Amery Acres for five years. We propose to crop the lease to cereals for three of the five years and for two years to have legume and or pasture rotation. This rotation should help to clean the paddock of problem weeds. During the five years we will follow all good agronomic practices including the application of 100tonnes of lime sand.

The Community Club Committee will use all funds raised for improvements for the Club and to sponsor the clubs associated with the Community Club. Periodically clubs approach the CC for awards and sponsorship and the cropping lease will allow us to be more generous in the future.

We trust the Council will look on our proposal favourably.

Regards,  
Richard Waugh  
President  
Darrel Hudson

Sent from my iPad

**SHIRE OF DOWERIN**

**CROPPING AGREEMENT**

**1<sup>ST</sup> APRIL 2011 TO 31<sup>ST</sup> MARCH 2016**

**THIS LEASE** is made on the                      day of                      2011

**BETWEEN:** The Municipality of the **Shire of Dowerin** of 13 Cottrell Street, Dowerin, Western Australia (hereinafter called "**the lessor**" which expression shall mean and include the **Lessor** and each of them of their personal representatives and assigns and where **Lessor** is a corporation shall mean and include the **Lessor** and its successors in title and assigns) of the one part

**AND** Dowerin Recreation Steering Committee, Western Australia, (hereinafter called "**the Lessee**" which expression shall mean and include **the Lessee** and each of them and each of their personal representatives and assigns and where the **Lessee** is a corporation shall mean and include the **Lessee** and its successors in title and assigns) of the other part

**WHEREAS:**

- A. **The Lessor** is the vested controller of the property situated at Amery and more particularly described as the Amery Reserve number 49356, Lot 321 on Plan 58773 and being an area of fifty three (47 Ha) (together hereinafter called "the land). This area is less the 5.6 hectares proposed to be leased to the Department of Corrective Services.
- B. **The Lessor** has agreed to lease to **the Lessee** the land and shown hachured blue on the sketch plan attached hereto, upon the terms and conditions hereinafter contained.

**WITNESSETH** as follows:

- 1. **The Lessor** leases to **the Lessee** the land as described above for a term from and including 1<sup>st</sup> April 2011 to and including 31<sup>st</sup> March 2016 at the annual rental of one dollar (\$1.00) payable in advance. The first such payment to be made on 1<sup>st</sup> April 2011 otherwise upon the terms and conditions and agreements hereinafter contained.
- 2. **The Lessee** hereby covenants and agrees with **the Lessor** as follows:

- (a) To agree with **the Lessors** terms, that **the Lessor** waive the normal fees of the Lease and charge a peppercorn rental of one dollar (\$1.00) per annum over the period of the Lease.
- (b) At all times during the term to keep and maintain the land and all buildings erections dams tanks windmills gates sheds contour banks fences fixtures and fitting and other improvements thereon in good and substantial repair and condition (fair wear and tear and damage by fire earthquake storm and tempest excepted)
- (c) Approval is granted for **the Lessee** to agist stock on the land at all times throughout the term of this lease or ANY EXTENSION OR RENEWAL THERETO, to keep the livestock upon the land in good condition and free from all diseases.
- (d) At all times during the term to manage cultivate and work the land as a farm in a proper and skilful manner and according to the most approved methods and keep all land which now or hereafter cleared clean and free from noxious weeds, suckers scrub and undergrowth and generally manage the land so as to keep the same up to its present value.
- (e) NOT WITHOUT THE WRITTEN CONSENT OF **THE LESSOR** AND EACH CASE FIRST HAD AND OBTAINED: under item (i) and not without the written consent of the Minister for Lands in each case first had and obtained under items (ii) and (iii).
  - (i) to remove or make any alterations to any buildings or erections or any fences now or hereafter on the land or any tree, shrub or native bush;-  
or
  - (ii) to assign transfer sublet or part with the possession of the land or any part thereof or otherwise by any part thereof or otherwise by any act or deed procure or allow or suffer (either voluntarily or involuntary) the land or part thereof to be assigned transferred or sublet or the possession thereof parted with for all or any part of the term;
  - (iii) to grant any licence or easement whether exclusive or otherwise for the use of the land or other part thereof for all or any part of the term.

The provisions of Sections 80 and 82 of the Property Law Act are hereby expressly excluded from this lease.



- (f) to forthwith repair and make good all defects or wants or repair of the land and buildings which **the Lessor** or **the Lessor's** agents leave written notice on the land for **the Lessee**.
- (g) To use all reasonable measures by fumigating and poisoning for exterminating and keeping the land free from rabbits and other noxious animals and to comply with the provisions of the Vermin Act The Plant Diseases Act the Noxious Weeds Act The Bush Fires Act and all amendments thereof respectively and any other Act or Statute of a similar kind for the time being in force in Western Australia relating to or affecting the land or the occupier or owner thereof and with all regulations requisitions orders and notices for the time being made or given under or in pursuance thereof respectively.
- (h) To pay all costs charges and expenses incurred by **the Lessor** for the purpose of or incidental to the preparation and service of a notice under Section 81 of the Property Law Act requiring **the Lessee** to remedy a breach of any of the covenants hereinbefore or hereinafter contained notwithstanding forfeiture for such breach shall be avoided otherwise such breach shall be avoided otherwise than by relief granted by the Court.
- (i) Not to do or suffer to be done on the land anything whereby the insurance of the buildings and improvements on the land may be rendered void and voidable or the premiums payable in respect thereof increased.
- (j) To punctually pay all rates and taxes payable issued or assessed in respect of the land during the term provided always that all such charges shall be apportioned between **the Lessor** and **the Lessee** at the expiration or sooner determination of the said term.
- (k) Not to fell destroy or injure any growing or standing timber or trees on the land other than:
  - (i) those required by **the Lessee** to carry out their obligations hereunder, and
  - (ii) suckers undergrowth or second growth likely to interfere with cropping or harvesting of crops grown on the said land.
- (l) To adopt all reasonable and proper precautions by constructing firebreaks on the land prior to the statutory date in each year during the term hereof all such work to be done to the specifications of the District Fire Officer and of the Shire to prevent the outbreak and/or spread of fires onto or from the land.

- (m) At the expiration or sooner determination of the term quietly to deliver up to **the Lessor** possession of the land in such good substantial and tenable repair as aforesaid and generally in such state and condition as shall be consistent with the due performance and observance by **the Lessee** of the covenants on **the Lessee's** part herein contained.
- (n) To pay the costs of and incidental to the instructions for and preparation of this agreement in duplicate and all stamp duties and taxes assessed hereon.
- (o) To meet all Western Power usage charges and all Water Corporation of Western Australia water usage charges during the term hereof and any extension or renewal thereof.
- (p) To provide annually farm management records to **the Lessor** and in particular all details of fertiliser supplies areas cropped and crop yield and all other normal management records.
- (q) To take out public risk insurance for the amount of \$2,000,000 and indemnify **the Lessor** against all legal liability as regards **the Lessee** and his employees and agents and produce an up-to-date copy of such Insurance Policy to **the Lessor**.

**The Lessor** hereby covenants and agrees with **the Lessee** as follows:

- (a) That **the Lessee** duly pay the rent hereinbefore reserved and observing and performing the several covenants conditions and agreements herein contained and on the part of **the Lessee** to be performed and observed shall and may peaceably and quietly possess and enjoy the land during the term hereby granted without any interruption by **the Lessor** or any persons likely claiming through or in trust for **the Lessor**.

And in consideration of the premises **the Lessee** irrevocably grants to **the Lessor** the following powers and authorities:

- (a) To enter himself or by his agents or servants upon the land and inspect the state and condition thereof and of the livestock and the land and to examine whether **the Lessee** has performed the covenants herein contained or implied and if thought fit to leave on the land written notice for **the Lessee** of all defects and wants of repair or other neglects then and there found and requiring **the Lessee** to make the same good.
- (b) Should **the Lessee** make default in the performance of any of the covenants on the part of **the Lessee** hereinbefore contained **the Lessor** may (without prejudice to the right of re-entry or any other right hereunder) do all such acts and things and pay all such moneys as are necessary or

desirable to secure faithful performance of every such covenant and/or to protect **the Lessor** against the risk of loss or damage by reason of such default by **the Lessee** and for the purposes aforesaid **the Lessor** by his agents or servants may with or without workmen enter upon the land and carry out such work and improvements and make and effect the repairs of which default shall have been made.

- (c) All expenses incurred by **the Lessor** in respect of the matters aforesaid with interest thereon at the ruling rate of interest per centum per annum shall be paid by **the Lessee** to **the Lessor** on demand.

PROVIDED ALWAYS and this demise in on these conditions:

- (a) If the rent hereby reserved or any part thereof respectively shall at any time be in arrear or unpaid for one calendar month after the same shall have become due whether demanded or not or, if **the Lessee** shall at any time fail or neglect punctually to perform or observe or shall commit or allow any neglect or breach or any covenant condition or agreement herein contained and on the part of **the Lessee** to be performed and observed or, if **the Lessee** or other person or company in whom for the time being the term hereby created shall be vested shall suffer or permit any execution or shall suffer their or its interest in this lease to be taken in execution or in the case of a company shall enter into liquidation whether voluntary or involuntary (other than for the purposes of reconstruction or amalgamation).

THEN and in any such case it shall be lawful for **the Lessor** or any person authorised by the Lessor to determine this tenancy and demise and cancel these presents and thereupon **the Lessor** may re-enter upon the land or any part thereof in the name of the whole and take and hold possession as if these presents had not been made without prejudice to any right or action or remedy of **the Lessor** in respect of any antecedent breach of any of the covenants by **the Lessee** hereinbefore contained.

- (b) Any demand or notice by **the Lessor** to **the Lessee** or **the Lessee** to **the Lessor** hereunder may be given by posting the same in a registered pre-paid letter addressed to **the Lessee** or **the Lessor** as the case may be at their respective addresses hereinbefore mentioned and shall be deemed to be served upon and received by **the Lessee** or **the Lessor** as the case may be three days after the same as posted.
- (c) **The Lessor** may give a minimum of 6 months notice to cancel this lease if the Shire of Dowerin agrees to lease Amery Reserve number 49356, Lot 321 on Plan 58773 to Dowerin Events Management for the purposes of the Wheatbelt Motorplex.



IN WITNESS THEREOF the parties have hereto set their hands  
the day and year first hereinbefore written.

**LESSOR:**

The Common seal of the SHIRE )  
DOWERIN was duly affixed to these )  
Presents and the same were )  
Delivered in the presence of )

.....  
President

.....  
Chief Executive Officer

\_\_\_\_\_  
Date

SIGNED by the said

.....  
Chairman, Dowerin Recreation Steering Committee

\_\_\_\_\_  
Date

### 10.2.3 HOUSING AUTHORITY – RENT LOT 59, 18 O'LOGHLEN STREET

Date: 9 March 2016  
Applicant: Housing Authority  
Location: Lot 59, 18 O'Loghlen Street Dowerin  
File Ref:  
Disclosure of Interest: Nil  
Author: CEO (Acting) Gary Martin

#### Summary

The Housing Authority seeks a rent review (reduction) for this property from \$360/week to \$340/week.

This report recommends options.

#### Background

The Housing Authority has been seeking a rent review as per clause 5.9 of the current lease that provides the rent is to be assessed on Market Value. The Authority has served notice to review the rent in accordance with clause 5.8 with the aim of reducing the rent. The Authority claims an independent valuer has concluded that the current rental of \$360/week exceeds the market rent for Dowerin and should be reduced to \$340/week, effective from 30 April 2016.

Clause 5.8 (e) provides for a jointly appointed valuer to be appointed with split costs if agreement is not reached.

My initial response was to advise that the Shire believes that the current rent is realistic and reasonable, however the Authority has since asked that this matter be submitted to Council for determination.

This report recommends options for the Council's consideration and direction to the CEO.

Option 1. That the Council accept the Authorities request and reduce the rent to \$340/week.

Option 2. Inform the Authority that the Council wishes to proceed to engage a jointly appointed valuer under clause 5.8 (e).

#### Consultation

Nil

#### Financial Implications

\$1040 reduction in rent income per year.

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

Nil



#### 10.2.4 DOWERIN ACCOMMODATION PRECINCT – WRGS APPLICATION

Date:	8 <sup>th</sup> March 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	1. WRGS Application 2. Accommodation Precinct Business Plan

#### Background

Accommodation within the Shire is in critically short supply with a mere 28 beds available to let through the Dowerin Caratel and Dowerin Commercial Hotel. During the Field Days demand for the available accommodation far outstrips supply, necessitating private billeting arrangements, camping or sourcing accommodation outside of the town. This is reflected as a high priority in the Dowerin Community Strategic Plan and Dowerin Corporate Plan respectively.

The Shire of Dowerin received notification on Monday 7<sup>th</sup> December 2015 of the success of our Round 2 application of the National Stronger Regions Fund, a program funded and implemented by the Department of Infrastructure and Regional Development. NSRF have allocated \$900,000 to the development of the Dowerin Accommodation Precinct. The financials provided as part of this grant application by the previous CEO have indicated that this is a \$3,071,450 project. Outlined in the application was a Shire contribution of \$2,671,450 and \$610,550 of in kind works further to \$400,000 contribution from Dowerin Events Management. The Shire's cash contribution has been outlined as being made up of Reserve and Municipal funds and including a loan from the WA Treasury.

#### Comment

The Accommodation Precinct project remains in limbo due to current extenuating circumstances within Shire Administration. However, the project remains pivotal a number of projects/events in Dowerin including the Wheatbelt Heritage Rail project and the future expansion of the Dowerin Field Days through Dowerin Events Management. Further to this, the issue of accommodation in Dowerin was listed as a high priority for the community during the development of the Dowerin Strategic Plan. I believe it is imperative to explore every possible opportunity to ensure that this project goes ahead.

Shire Staff will be required to liaise with the Department of Infrastructure and Regional Development in April in order to develop a funding agreement for the \$900,000 approved as part of the National Stronger Regions Fund. We will need a good idea of our position with regard to this project prior to this.

The Wheatbelt Regional Grants Scheme is now available and aims to assist projects which will help attract investment, increase job opportunities and improve the quality of life in the regions, with grants ranging from \$50,001 to \$300,000. An application has been developed and approval sought from Council for the submission of a WRGS application of \$300,000 for the development of this project.

Consultation has been made with funding provider Wheatbelt Development Commission who have





## 10.3 FINANCE REPORT

### 10.3.1 LIST OF ACCOUNTS FOR PAYMENT

Date:	2 March 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	1. List of Accounts 11 February 2016 – 3 March 2016

#### Background

The attached schedules of cheques drawn and electronic payments that have been raised since the last meeting by delegated authority are presented to Council for approval for payment and ratification at this meeting.

#### Comment

The list as presented has been reviewed by Chief Executive Officer and has been forwarded to Council to approve payment.

#### Statutory Implications

Reg 12 & 13 of the Local Government (Financial Management) Regulations 1996 requires that a separate list be prepared each month for adoption by Council showing:

- Creditors to be paid
- payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council

#### Policy Implications

Nil

#### Voting Requirements

Simple Majority

### **COUNCIL RESOLUTION – ITEM 10.3.1**

(2604) Moved: Cr RI Trepp                      Seconded: Cr BN Walsh                      Carried: 7/0

**THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE FEBRUARY 2016 MEETING OF THE COUNCIL, AS PER ATTACHMENT ‘LIST OF ACCOUNTS 12 FEBRUARY 2016 – 3 MARCH 2016’, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).**

**LIST OF ACCOUNTS**  
**12 February 2016 – 3 March 2016**

ELECTRONIC PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
		Department of Transport	February Transactions 12/2/2016 – 29/02/2016	-\$37651.60	
		Department of Transport	March Transactions 1/03/2016 – 2/03/2016	-\$3033.00	
121	18/02/2016	PUMA ENERGY	January Puma account	-\$1,104.82	
123	18/02/2016	SHIRE OF DOWERIN - VISA CARD PAYMENTS	January credit card usage - Geerdink, King	-\$18.00	
EFT3858	15/02/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-\$24,271.00	
EFT3859	18/02/2016	AVON WASTE	Rubbish collection	-\$4,701.60	\$4701.60
EFT3860	18/02/2016	BOEKEMAN MACHINERY	Repairs to Case tractor	-\$491.08	
EFT3861	18/02/2016	CONTRACT AQUATIC SERVICES	Pool contract management fee	-\$12,876.83	
EFT3862	18/02/2016	CLEANSWEEP (WA) PTY LTD	Sweep town streets after reseals	-\$3,810.54	\$3810.54
EFT3863	18/02/2016	DOWERIN IGA EXPRESS	Australia day breakfast	-\$232.77	\$232.77
EFT3864	18/02/2016	DOWERIN BAKERY AND NEWS	Newspaper and Australia Day breakfast supplies	-\$64.25	\$64.25
EFT3865	18/02/2016	DUN DIRECT PTY LTD	Diesel fuel - 15200L	-\$16,653.12	
EFT3866	18/02/2016	LANDGATE	Rural UV Gen Valuations	-\$64.00	
EFT3867	18/02/2016	DOWERIN & DISTRICTS FARM SHED	Air valve, security camera, hose & clamps	-\$849.80	
EFT3868	18/02/2016	DOWERIN ROADHOUSE	January meals on wheels	-\$210.00	
EFT3869	18/02/2016	ELDERS LIMITED	Safety boots, Wool packs, Chemical	-\$1,372.55	
EFT3870	18/02/2016	4FARMERS	Sulfometuron - 1kg	-\$880.00	
EFT3871	18/02/2016	Gym Care	Gym equipment service	-\$1,375.00	
EFT3872	18/02/2016	JR & A HERSEY	Spray markers (pink) x 24, lens wipes	-\$298.76	
EFT3873	18/02/2016	STATE LIBRARY OF W A	Lost and damaged book fees	-\$63.80	
EFT3874	18/02/2016	PERFECT COMPUTER SOLUTIONS	Resolve issues with Synergy connections	-\$425.00	
EFT3875	18/02/2016	PHONOGRAPHIC PERFORMANCE CO AUST.	Hall copyright fee	-\$85.00	
EFT3876	18/02/2016	QUICK CORPORATE AUSTRALIA PTY LTD	Admin stationery	-\$112.49	
EFT3877	18/02/2016	5Rivers Plumbing & Gas	Repairs to gas heater	-\$940.35	
EFT3878	18/02/2016	COLIN SMITH	MDL Renewal reimbursement	-\$41.80	
EFT3879	18/02/2016	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	Service to aircon in 12m grader	-\$1,223.64	
EFT3880	18/02/2016	RALPH THAXTER	Repairs to windscreen - HINO Truck	-\$872.00	
EFT3881	18/02/2016	WELDING SOLUTIONS	Magnum diaphragm, o-rings, magnum spray	-\$470.03	
EFT3882	18/02/2016	WA LOCAL GOVERNMENT ASSOCIATION	CEO recruitment, selection and appointment	-\$11,747.56	
EFT3883	18/02/2016	JK WILLIAMS & CO	Air conditioning parts, sealing foam, clothesline parts, cement, padlock, oven door, sprinklers and retic, insecticide, cleaning supplies	-\$2,585.01	
EFT3884	18/02/2016	WYALKATCHEMSAT	Supply and install VAST system	-\$400.00	
EFT3885	22/02/2016	Avon Computech	New library machine for library	-\$1,465.95	\$1465.95
EFT3886	22/02/2016	AVON WASTE	Rubbish collection	-\$2,350.80	\$2350.80
EFT3887	22/02/2016	Avon Telecoms P/L	Install portable phone system	-\$475.20	
EFT3888	22/02/2016	CUTTING EDGES PTY LTD	Cutting edges, nuts & bolts for 938H Loader and Skid Steer Loader	-\$782.29	
EFT3889	22/02/2016	COMPRESSED AIR INSTALLATIONS WA	Pressure vessel inspection - air compressor	-\$614.34	
EFT3890	22/02/2016	DOWERIN TYRE AND EXHAUST	Puncture repair D013	42   -\$25.00	
EFT3891	22/02/2016	IXOM OPERATIONS PTY LTD	Chlorine service fee 01.01.2016 - 31.01.2016	-\$125.48	

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

EFT3892	22/02/2016	RUBEK AUTOMATIC DOORS	Sliding doors for Post Office - Aged Friendly Grant	-\$10,653.50	\$10653.50
EFT3893	22/02/2016	STARTRACK EXPRESS	Baling twine for compactor - freight	-\$44.39	
EFT3894	22/02/2016	REBECCA WINDSOR	Gym Inductions - Sinclair	-\$20.00	\$20.00
EFT3895	03/03/2016	ARROW BRONZE	1x single niche wall plaque - Anderson	-\$277.58	\$227.58
EFT3896	03/03/2016	Building & Health Surveying Services	EHO contract January 2016	-\$4,272.05	
EFT3897	03/03/2016	COMMERCIAL HOTEL DOWERIN	Refreshments for council	-\$105.00	
EFT3898	03/03/2016	DOWERIN BAKERY AND NEWS	Newspaper and council refreshments	-\$62.85	
EFT3899	03/03/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL Quarter 3 contribution	-\$11,709.60	\$11,709.60
EFT3900	03/03/2016	LINQAGE INTERNATIONAL	Milestone payment for line item 8.16 milestone 25% M3 boiler inspector signs off on S class	-\$14,042.60	\$14,042.60
EFT3901	03/03/2016	MAMMOTH EQUIPMENT AND EXHAUSTS	1000L AD Blue fuel mix	-\$660.00	
EFT3902	03/03/2016	Next-Tel	Wireless conference phone	-\$500.01	
EFT3903	03/03/2016	IXOM OPERATIONS PTY LTD	Chlorine service fee 01.02.2016 - 29.02.2016	-\$39.56	
EFT3904	03/03/2016	5Rivers Plumbing & Gas	Repairs to water line AROC van 2	-\$370.31	\$370.31
EFT3905	03/03/2016	R B MOTORS PTY LTD	60000km service Ford Territory	-\$288.25	
EFT3906	03/03/2016	SONYA RALPH CATERING	Catering for WHR regulator meeting	-\$277.50	\$277.50
EFT3907	03/03/2016	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	Check faulty light D004, check spray control D040, check 2way power D014	-\$601.02	
EFT3908	03/03/2016	WESFARMERS KLEENHEAT GAS	Yearly gas rental	-\$69.30	
EFT3909	03/03/2016	REBECCA WINDSOR	Gym inductions - Johnson & Robinson	-\$40.00	
<b>TOTAL</b>				<b>-\$178,797.98</b>	<b>\$49,927.00</b>

CHEQUE PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
2045	22/02/2016	AUSTRALIA POST	100 x \$1.00 stamps	-\$100.00	
122	18/02/2016	PETTY CASH - HACC	HACC petty cash - volunteer transport, postage, refreshments	-\$297.45	
10127	18/02/2016	COURIER AUSTRALIA	State library freight	-\$38.34	
10128	18/02/2016	SYNERGY	Electricity usage	-\$2,453.65	
10129	18/02/2016	TELSTRA	Mobile usage	-\$289.12	
10130	18/02/2016	WATER CORPORATION	Water Usage & Service Charges	-\$15,161.78	
10131	18/02/2016	WESTNET PTY LTD	Internet charges	-\$288.84	
10132	22/02/2016	COURIER AUSTRALIA	Water samples freight	-\$9.99	
10133	22/02/2016	TELSTRA	Phone usage	-\$1,113.98	
10134	22/02/2016	WATER CORPORATION	Water usage	-\$284.99	
10135	03/03/2016	AUSTRALIA POST	Post Box Renewal	-\$29.00	
10136	03/03/2016	COURIER AUSTRALIA	State library freight	-\$28.35	
10137	03/03/2016	W E & J M COOTE	Repairs to hockey shed	-\$73.70	
10138	03/03/2016	STEVEN GEERDINK	MDL Renewal Refund	-\$41.80	
10139	03/03/2016	SYNERGY	Electricity Usage	-\$1,270.70	
10140	03/03/2016	TELSTRA	Fire mobile usage	-\$855.25	\$855.25
<b>TOTAL</b>				<b>-\$22,336.94</b>	<b>\$855.25</b>

SUPERANNUATION PAYMENTS					
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MINUTES OF ORDINARY MEETING OF COUNCIL – 15 MARCH 2016

Chq/EFT	Date	Name	Description	Amount	Contra
116	15/02/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-\$28,007.00	
DD9070.1	19/02/2016	WA SUPER	Superannuation contributions	-\$191.26	
DD9075.1	24/02/2016	WA SUPER	Payroll deductions	-\$2,839.56	
DD9075.2	24/02/2016	CHILDCARE SUPER	Superannuation contributions	-\$76.49	
DD9075.3	24/02/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$24.64	
DD9075.4	24/02/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$74.19	
DD9075.5	24/02/2016	Australian Super	Superannuation contributions	-\$336.21	
DD9075.6	24/02/2016	AMP Life Limited	Superannuation contributions	-\$254.45	
DD9075.7	24/02/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$530.51	
DD9075.8	24/02/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-\$100.74	
DD9075.9	24/02/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$93.37	
DD9075.10	24/02/2016	CBUS	Superannuation contributions	-\$161.71	
DD9075.11	24/02/2016	PRIME SUPER	Superannuation contributions	-\$167.94	
DD9075.12	24/02/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$112.48	
DD9075.13	24/02/2016	HOSTPLUS	Superannuation contributions	-\$91.32	
<b>TOTAL</b>				<b>-\$33,061.87</b>	

**PAYROLL PAYMENTS**

Chq/EFT	Date	Name	Description	Amount	Contra
PAYS2402	24/02/2016	Payroll Direct Debit of Net Pays	Payroll 24/02/2016	-\$40,857.73	
<b>TOTAL</b>				<b>-\$40,857.73</b>	

**MUNICIPAL TOTALS**

			<b>CONTRA</b>	
	EFT TRANSACTIONS	-\$178,797.98	\$49,556.69	
	SUPER PAYMENTS	-\$33,061.87	\$0.00	
	CHEQUES	-\$22,336.94	\$855.25	
	PAYROLL PAYMENTS	-\$40,857.73	\$0.00	
<b>TOTAL</b>		<b>-\$275,054.52</b>	<b>\$50,782.65</b>	

**10.3.2 MONTHLY STATEMENTS FEBRUARY 2016**

Date:	8 March 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Nil

Summary

Due to the ongoing forensic audit of Council finances, the financial statements for the period 1 July 2016 to 29 February 2016 will be deferred for presentation to Council at the April Ordinary Meeting of Council.

Background

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations Reg 34(1) require that a local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for the month as prescribed.

FMR r. 34(4) allows for the Statement to be presented to council at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates and recorded in the minutes of the meeting.

Balance of Funds

Financial balances as at 29 February 2016:

<b>SOURCE</b>	<b>29-Feb-2016</b>	<b>30-Jun-2015</b>	<b>29-Feb-2015</b>
Municipal Fund	\$160,974	\$906,642	\$987,134
Reserve Fund	\$104	\$104	\$104
Trust Fund	\$13,395	-	-
Plant Reserve	\$150,291	\$150,291	\$103,586
LSL Reserve	\$155,425	\$155,425	\$108,068
Land & Buildings Reserve	\$19,966	\$19,966	\$18,768
Recreation Facility Reserve	\$173,751	\$173,751	\$164,305
Community Bus Reserve	\$39,213	\$39,213	\$29,172
Community Housing Res	\$44,473	\$44,473	\$34,788
Sewerage Reserve	\$851,521	\$851,521	\$714,778
Economic Development Reserve	\$312,977	\$312,977	\$473,217
Tennis Replacement	\$12,215	\$12,215	\$0
Bowling Green Replacement	\$40,360	\$40,360	\$0
All Hours Gym Reserve	\$5,000	\$5,000	\$0
<b>Consolidated Funds</b>	<b>\$1,979,665</b>	<b>\$2,711,938</b>	<b>\$2,633,918</b>

FUNDS ON INVESTMENT		MATURITY	RATE	AMOUNT
AROC	2404	30/06/2016	2.85%	\$66,497
Reserves – Term Deposit	9745	30/06/2016	2.85%	\$940,432
Reserves – Term Deposit	2182	30/06/2016	2.85%	\$891,147
				<b>\$1,898,076</b>

**Sundry Debtors at 29 February 2016:**

Current	\$15,066	Childcare wages reimbursement
30 days	\$155	
60 days	\$128	
90 days	\$72	
Total	<u>\$15,421</u>	

Consultation

Finance Committee

Chief Executive Officer (Acting)

Financial Implications

Council is currently awaiting the outcome of the forensic audit due to alleged mismanagement of funds by ex-Chief Executive Officer. It is anticipated that there will be amendments to financials resulting from forensic audit.

Policy Implications

Nil

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996.

Strategic Implications

Nil

Voting Requirements

Simple Majority

**COUNCIL RESOLUTION– ITEM 10.3.2**

(2605) Moved: Cr TA Jones Seconded: Cr RI Trepp Carried: 7/0

**THAT PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 29 FEBRUARY 2016 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, BE DEFERRED TO THE APRIL MEETING OF COUNCIL IN ACCORDANCE WITH FMR r 34(4).**

### 10.3.3 DOWERIN ALL HOURS GYM REVIEW

Date:	8 March 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM:
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Shire of Dowerin - All Hours Gym Review

#### Summary

The intention of this report is to review the first year of the Dowerin All Hours Gym operations. Following successful membership numbers and positive community feedback, it is timely in the lead up to Council's Budget Review to assess the strengths of this service and review any weaknesses that have been identified. Member feedback and letters of comment have been referred to as part of the process of this review.

With the aim of achieving continued success of the Dowerin All Hours Gym, this report details information relating to the operating expenses, membership income and current fees and charges. In addition to this, particular attention will be paid to the potential threats to ongoing operations and how to minimise future risks.

#### Background

The Dowerin All Hours Gym opened in February 2015 and has been very well received by both local and neighbouring community members. The number of members has continued to grow since opening and the gym is now into its second year of operations.

In August 2015, Shire staff conducted a survey of gym members to obtain feedback on a number of aspects of gym operations and services. Among these were the facility's accessibility, equipment safety and hygiene/cleanliness. Overall the response from members was positive with a small number of issues being addressed as a result of the feedback.

The All Hours Gym was established on the basis of offering an attractive fee structure for community members, whilst operating within the Shire's capacity for budget allocations and membership fee income.

Guidance on the setting of fees was obtained from the 'Fit for Life' Business Plan; the funding agreement between Lotterywest and Shire of Dowerin; and relevant fees and charges of similar gyms in surrounding areas. An updated overview of surrounding community gyms is included in the attachment 'Shire of Dowerin - All Hours Gym Review'. The original fees set for membership in 14/15 are also listed in the attachment; alongside the 15/16 budget fee increases and additional non-resident membership fee.

Other considerations during the establishment of the Dowerin All Hours Gym were:

- Members of the gym would be required to undertake a gym induction and sign an insurance waiver before being issued with an access card.
- Gym inductions will be completed by a Shire of Dowerin certified instructor for a cost of \$20 per person incorporated into the annual membership fee.

- Membership will be required to be aged 18+ unless a member aged between 14 and 18 is accompanied by a parent/guardian at the times of use. Membership is not available to children under 14 years of age.
- In accordance with Lotterywest funding agreement, senior/concession/pensioner membership will be 50% of adult fee.
- Access card cost to be factored into membership price and replacement card fee charged.
- CCTV covering the access to the facility will aim to prevent misuse and non-member usage of the facility. Members should be given penalties if they allow access to the facility to a non-member.
- Expected outcomes included:

<ul style="list-style-type: none"> <li>• At least 60 members by the end of the first year of operation</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved</li> </ul>
<ul style="list-style-type: none"> <li>• Increased levels of physical activity across all demographics in Dowerin</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved</li> </ul>
<ul style="list-style-type: none"> <li>• Enhancement of the Shire of Dowerin’s community facilities building a sense of community spirit and the town’s ability to appeal to visitors and potentially attract new residents.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved</li> </ul>
<ul style="list-style-type: none"> <li>• Increase in membership by 20% in the second year of operation.</li> </ul>	<ul style="list-style-type: none"> <li>• Yet to be determined</li> </ul>

Comment

The attached overview of expenses and income since commencement of the gym operations highlights the fact that through the income from membership fees, the Shire are currently managing to cover the operating expenses. However, the following points should be noted:

- Utilities - it is evident that there has not been a significant increase in the overall cost of utilities (water and electricity) due to the use of the gym facilities as part of the Recreation Centre complex; however the installation of solar power may be worth consideration in the future to aid in reducing the overall costs of the gym and recreation facilities in general. Grant funding may be sourced to assist with this.
- Equipment - gym equipment servicing is required annually to adhere to equipment warranty requirements. Equipment replacement will be a future expense and a continued annual transfer to reserve funds is recommended. The transfer of \$5,000 to the All Hours Gym Reserve at the end of the 14/15 and an unbudgeted capital purchase of a new treadmill in 15/16 have been included in the total costs to the Shire for the relevant financial year.
- Facility - additional enhancements to the fit out of the facility over the past twelve months include pram/wheelchair access ramps and hand rail, the costs of which were covered by the ‘Creating Age Friendly Communities’ grant funding allocation. It is anticipated that the door access software will require updating at some point to ensure ongoing access, security and privacy for the gym.
- Management – effective management and administration is currently undertaken by Shire staff.



- Security – as stated in the original ‘Fit for Life’ business plan, the installation of external CCTV to the gym was to be installed; however this is yet to be completed. Due to recent misuse by current members and unauthorized access by non-members, it may be beneficial to pursue the installation of CCTV. Grant funding may be available.
- Safety – recent incidents involving children at the gym have highlighted the potential need for either a review in policy or the provision of a crèche facility, either onsite or at the Dowerin Lil’ Tigers Childcare. All incidents must be reported to the Shire so that an incident report form can be completed for compliance with insurance policies and agreements.
- Non-resident Membership – a letter of concern from a gym member regarding the addition of the non-resident membership fee this financial year was received. It has also been suggested verbally from current gym members who do not reside in Dowerin, but do conduct their business and employment in Dowerin, that they may not renew their membership due to the increase in price. Upon investigation, approximately 10% of our current members are technically classed as non-residents of the Shire of Dowerin. It is worth noting that the current non-resident members are transient/seasonal workers, Goomalling or Wyalkatchem residents or relatives of Dowerin residents. The attached overview of regional community gym’s also suggests that a surcharge for non-resident members is not implemented in any other nearby local government areas.

Based on the ‘Fit for Life’ Business Plan goals and expectations by establishing the Dowerin All Hours Gym, as well as the overall positive impact to our community achieved since the gym’s inception, that the future success of the gym may be secured by implementing the recommendations within this report. Further to this, that due to insignificant increase in income and potential loss of membership, that the fees for non-resident members be reduced or removed for the 16/17 Council Budget.

#### Consultation

Community Development Officer

Regional Community and Commercial Gyms

Gym Members via survey, verbal communication and feedback letters

#### Financial Implications

Future budget recommendations and adjustment to fees and charges.

#### Policy Implications

Gym Policy

Council OSH Policy

#### Statutory Implications

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges are to be imposed (generally) when adopting the budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a local government is required to take into account the following factors (s 6.17) –

- (a) The cost to the local government of providing the service or goods;
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

Fees and charges can be imposed or amended during the year but only by an absolute majority decision of Council.

Section 6.19 of the *Local Government Act 1995* requires public notice if fees and charges are amended or adopted after the budget has been adopted.

Strategic Implications

Community Strategic Plan

Voting Requirements

Absolute Majority

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**OFFICER RECOMMENDATION – ITEM 10.3.3**

***THAT THE COUNCIL:***

- 1. TAKE INTO CONSIDERATION THE ABOVE RECOMMENDATIONS FOR FUTURE BUDGET REQUIREMENTS AND ALLOCATIONS;***
- 2. REDUCE THE NON-RESIDENT MEMBERSHIP FEE FOR THE 2016/2017 BUDGET.***
- 3. REMOVE THE NON-RESIDENT MEMBERSHIP FEE FROM THE 2016/2017 SCHEDULE OF FEES AND CHARGES.***

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**COUNCIL RESOLUTION – ITEM 10.3.3**

(2606)            Moved: AJ Metcalf            Seconded: TA Jones            Carried: 6/1

***THAT THE COUNCIL:***

- 1. TAKE INTO CONSIDERATION THE ABOVE RECOMMENDATIONS FOR FUTURE BUDGET REQUIREMENTS AND ALLOCATIONS;***
- 2. REDUCE THE NON-RESIDENT MEMBERSHIP FEE FOR THE 2016/2017 BUDGET.***

## 11. NEW BUSINESS OF AN URGENT NATURE

### 11.1 NEW BUSINESS

Any new business of an urgent nature requires a resolution of Council in order to be considered.

The following item requires urgent consideration by Council:

To consider the requirements of the Mortlock Aged Housing Alliance and provide the requested information for business case completion.

#### COUNCIL RESOLUTION – ITEM 11.1

(2607) Moved: AJ Metcalf Seconded: WE Coote Carried: 7/0

**THAT THE FOLLOWING NEW BUSINESS OF AN URGENT NATURE BE CONSIDERED BY COUNCIL:**

**TO CONSIDER THE REQUIREMENTS OF THE MORTLOCK AGED HOUSING ALLIANCE AND PROVIDE THE REQUESTED INFORMATION FOR THE COMPLETION OF THE BUSINESS CASE.**

#### 11.1.1 MORTLOCK AGED HOUSING ALLIANCE

Date: 10<sup>th</sup> March 2016  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Louise Hagboom  
Attachments: Notes of Meeting – Heartlands WA (January 2016)

##### Background

At the Council Meeting held on 23 February 2016, Council resolved as follows:

#### COUNCIL RESOLUTION – ITEM 10.2.3

(2593) Moved: Cr WE Coote Seconded: Cr RI Trepp Carried: 8/0

**THAT COUNCIL:**

- 1. SUPPORTS A REGIONAL APPROACH TO CONSTRUCT DEDICATED AGED PERSONS INDEPENDENT LIVING UNITS;**
- 2. AGREES TO ENTER INTO A MEMORANDUM OF UNDERSTANDING TO ESTABLISH THE AVON REGIONAL ORGANISATION OF COUNCIL (AROC) MORTLOCK AGED HOUSING PROJECT; AND**
- 3. AGREES TO CONTRIBUTE IN-KIND THE LAND, EARTHWORKS AND LANDSCAPING FOR THE UNITS LOCATED IN THE SHIRE OF DOWERIN TO ATTRACT STATE AND/OR FEDERAL FUNDING TO CONSTRUCT AGED PERSONS INDEPENDENT LIVING UNITS IN THE PARTICIPATING COMMUNITIES AS A PART OF THE REGIONAL INITIATIVE.**

This resolution was based on the identified need for investment in aged accommodation as articulated in the Dowerin Community Strategic Plan and therefore the development of aged appropriate accommodation forms an integral part of the Dowerin Corporate Plan as adopted by Council in November 2013 (section C 1.5.1 Investigate options to expand the number of existing aged care units on Goldfields Road).

The concept of a combined approach for the development of aged appropriate housing within AROC shires was first discussed at the August 2015 meeting of AROC. In January 2016, AROC met with the Wheatbelt Development Commission (WDC) who agreed to assist in the development of this project, presenting a project background and discussing the benefits of working together to compile a business case to attract funding to build Well Aged Housing in Dowerin, Goomalling, Toodyay and Victoria Plains.

WDC engaged Heartlands WA will assist in project management, provide support and liaise directly with the lead Shire (Shire of Goomalling) and it was agreed that WDC would provide direct support to the business case writer/s (Shire of Goomalling). It was agreed that it would be up to the local governments to supply the necessary information for insertion into the business case to the lead local government by the deadlines outlined in the Project Execution Strategy. The deadline for the completion of the Business Case for this project is 31<sup>st</sup> March 2016.

#### Comment

In accordance with the above Council resolution, the Shire of Dowerin entered into an MOU with the Shires of Goomalling, Victoria Plains and Toodyay to form the Aged Housing Alliance (The Alliance) in February 2016.

The Alliance requires the following information from the Shire of Dowerin in order to be able to progress with the business case for funding:

- The specific land and site identified and approved by Council; and
- An cost estimate of site works per unit (all LG's have agreed to cover the cost of the land, earthworks, landscaping & fencing)

Council had previously identified the precinct adjacent to the former Bowling Club facility on the corner of Goldfields Road and Hilda Street for aged accommodation. The agenda item is seeking in principle support from Council to progress with determining the best possible site at this location for the development of further aged appropriate units and estimate the cost of site works per unit and to provide this information to The Alliance to enable the Shire of Dowerin to be adequately covered in the Business Plan by the deadline of 31<sup>st</sup> March 2016.

It should be noted that this development is still at a concept stage and that a more detailed report on the financial implications and feasibility will be presented to Council for further consideration before a final commitment is required.

#### Consultation

Danelle Foley – Heartlands WA

Gary Martin – Acting CEO

Andrea Hardingham – CDO Shire of Goomalling

Statutory Implications

Nil

Financial Implications

The project is still at a concept stage with a Business Case under development. The contribution required by Council is the provision of land at no cost to the project, earthworks and landscaping which has been estimated at approximately \$25,000 per unit. These contributions will be built into the Business Case for funding and as the project is developed a comprehensive report will be presented to Council for further consideration before a financial commitment is sought from Council.

Policy Implications

Nil

Voting Requirements

Simple Majority

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COUNCIL RESOLUTION – ITEM 11.1.1

(2608) Moved: Cr RI Trepp                      Seconded: Cr WE Coote                      Carried: 7/0

**THAT COUNCIL:**

- 1. RESOLVE TO ACKNOWLEDGE THE COMMUNITY DEVELOPMENT OFFICER REPORT REGARDING THE MORTLOCK AGED HOUSING ALLIANCE AS IT RELATES TO SHIRE OF DOWERIN'S MOU WITH THE SHIRES OF GOOMALLING, VICTORIA PLAINS AND TOODYAY;**
- 2. COMMIT TO THE PROVISION OF LAND FOR THE PROJECT AT LOT 28 CT 2625/462 (59 GOLDFIELDS ROAD, DOWERIN) AS THE PREFERRED SITE FOR THE DEVELOPMENT OF AGED APPROPRIATE HOUSING UNITS;**
- 3. PROVIDE IN-PRINCIPLE SUPPORT FOR THE IN-KIND CONTRIBUTION OF EARTHWORKS AND LANDSCAPING ASSOCIATED WITH THIS PROJECT AT AN ESTIMATED COST OF \$25,000 PER UNIT; AND**
- 4. DIRECT THE CEO TO PROVIDE A MORE DETAILED REPORT ON THE PROJECT INCLUDING THE CAPITAL AND OPERATIONAL FINANCIAL IMPLICATIONS FOR THE SHIRE OF DOWERIN FOR FURTHER CONSIDERATION BY COUNCIL.**

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**14. CLOSURE OF MEETING**

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5:12 pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 19<sup>th</sup> April 2016.*

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*D.E. Metcalf*

**PRESIDENT**

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*Date*